LOGOUT



skills, tools, and knowledge on our way to a paperless court

Viewing and Editing Your Filings in eFS

HFI P

A-CR-12-419 - State of Minnesota vs Benito Hernandez Romo, Jr.

ABOUT

How do I view the status of a filing?

- 1. Click the **Workspace** link.
- Click the Filings tab. You can search by your filings or the filings within your firm. The status is located in the status column.

How do I search for a filing?

 Enter the Case or Envelope number and click Filter.

OR

Filter your search by Filing, Status, Location or Date and click Filter.

Case or Envelope 1 Filter My Filings All Statuses All Locations From mm/dd/yyyy is To mm/dd/yyy is To mo mo to To mo my to To mo my to To mo my to To mo my to To

WORKSPACE

started May 21, 2015 at 4:07 PM by Alona Carroll

Filing Code

Case #

How do I view details and edit filings?

In the Filings tab click an icon to:

- Delete draft envelope
- Edit Service Contacts
- View filing details
- File into this case
- Bookmark this case
- Resume this draft envelope
- Cancel



What icons you see is determined by case status.

How will I be notified about my filings?





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How do I bookmark a case?

- 1. Click the Workspace link.
- 2. Click the Filings Tab.
- 3. Click the icon. A pop up window confirms your case has been bookmarked.
- 4. Click OK.



How do I manage my bookmarks?

- 1. Click the Workspace link.
- 2. Click the **Bookmarks** Tab.
- Click the **Actions** column icons to:
 - File into the case
 - Un-bookmark the case
 - Manage Service Contacts



How do I filter my bookmarks?

- 1. Click the Bookmarks Tab
- 2. Click on **Column** headings to filter by:
 - Case Number
 - Location
 - Description

